

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1520

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: April 21, 2006

SUBJECT: Operational Memorandum #10C-06
**Notice of Announced or Unannounced Review Visits –
CENTER SPONSORING ORGANIZATIONS ONLY**

Previously, institutions were informed via Operational Memoranda #16C-02 and #16A-02 (dated September 5, 2002) and #05C-04 (dated December 2, 2003) about CACFP interim rule requirements intended to further strengthen program integrity. Attached to both memos was a sample form to be used by sponsoring organizations of two or more center facilities in providing written notification to each facility of the right of the sponsor, the State Department of Education, the U.S. Department of Agriculture, and other State and Federal officials to make announced or unannounced monitoring review visits of their operations, and that anyone making such review visits must show photo identification.

This is a reminder that the aforementioned notification must be provided to **all new facilities prior to the beginning of the facilities' meal service operation.** Documentation will be requested by the Child Nutrition Unit at the time new sites are added to an institution's existing agreement, and must also be available during the administrative review process. The sample that may be used is again enclosed with this memorandum.

Please contact Susan Boyle at (860) 807-2074, Celia Cordero at (860) 807-2076 or Benedict Onye at (860) 807-2080 if you have any questions.

Enclosure

MBS:shb

Sample Form
Child and Adult Care Food Program
Sponsor Notification
Day Care Centers
Announced or Unannounced Review Visits

To: _____
Day Care Center Facility

From: _____
Sponsoring Organization

Date: _____

Subject: Notice of Announced or Unannounced Review Visits

This day care center participates in the Child and Adult Care Food Program (CACFP) under the sponsorship of _____ (name of the Sponsoring Organization). This notice is hereby provided to inform you of the right of

_____,
Sponsoring Organization
the Connecticut State Department of Education, the U.S. Department of Agriculture, and other State and Federal officials to make announced or unannounced review visits of your program during the normal hours of childcare operations.
Anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.

Refusal to grant admittance to such organizations may adversely affect your CACFP participation.